

DRUG COURTS

2.13 SVC SPEC TITLE: Drug Courts for First, Third (adults only) and Fifth Circuit Courts DR135 - Drug Court

[For the First, Third(adults only) and Fifth Circuit Courts, please refer to the Adult Client Services sections (2.1 through 2.2) and the Juvenile Client & Family Services sections (2.3 through 2.12) for appropriate substance abuse service specifications in these courts.]

2.14 SVC SPEC TITLE: Drug Courts, Second Circuit**DR2FCDC - Integrated Substance Abuse Treatment Services -
Family Court Drug Court Program****2.14.1 Introduction****A. & B. -(SEE SECTION 2.0.1)****C. Description of the goals of the service**

The goals of the services being requested in this RFP are as follows:

1. To provide entry level multi-tier services for juveniles who may or may not be under court jurisdiction to include: drug testing, educational counseling, referral services, formal substance abuse assessments and community based substance abuse treatment services if indicated (Level J-1 and J-2 services).
2. To provide Moderate and Intensive treatment services delivered in the drug court treatment modality to clients under Family Court jurisdiction for which substance abuse is a primary issue and who are participating in the Family Court Drug Court Program (FCDCP) in one of its four tracks:
 - a. "J" Track (Levels J-3, J-4, and J-5) will serve juveniles who are under the jurisdiction of Family Court because of status or law violations;
 - b. "S" Track will serve parents and families involved in child protective proceedings in Family Court;
 - c. "CR" Track will serve clients who are under the jurisdiction of Family Court because of domestic abuse offenses.
 - d. "D" Track will serve parents who have recurring custody/visitation disputes in which substance use is the primary subject of the dispute.
3. To provide drug testing centers located in various communities in the County of Maui that are readily accessible to clients to offer confidential drug testing by trained and monitored testing personnel with immediate on-site results. Drug testing will be provided to clients participating in the entry level youth services on a voluntary basis or as administered through the FCDCP for moderate and intensive level service recipients.

4. To provide comprehensive substance abuse assessments which include components that address bio-psych-social functioning and family functioning. These assessments will be used to determine clients' appropriateness for admission to the FCDCP and to determine the appropriate level of service.

The goal of this treatment and compliance monitoring is to assist clients to increase knowledge about the effects of substance use, decrease substance use, abstain from any use of methamphetamine, increase pro-social activities, and improve adaptive functioning in school, work, peer relationships, recreational activities, and other areas; identify, create and strengthen cohesive, developmentally appropriate relationships, decrease criminal or delinquent behavior, decrease related problems such as school failure, behavior problems and emotional distress, and increase non-violence. Services should also be reflective of the court's balanced and restorative justice philosophy which includes the goals of accountability, competency development, and public safety.

D. Description of the target population to be served

1. Entry level youth services may be voluntarily accessed by juveniles and their parents/custodians concerned about substance abuse in their lives. Juveniles may or may not be under court jurisdiction (Level J-1 and J-2 services).
2. Moderate and intensive treatment services are intended for juveniles, parents/custodians, individuals and families involved in Family Court proceedings for which substance abuse is the primary issue and who consent to participate in the FCDCP. Specifically, the target population in each track is as follows:
 - a. "J" Track (Levels J-3, J-4, J-5): Youths up to age nineteen (19) under the jurisdiction of the Family Court who have not caused serious bodily injury or used a weapon in the commission of any offense. Highest priority shall be to youth charged with Dangerous Drug offenses.
 - b. "S" Track: Parents and household members who are under the jurisdiction of the Family Court through child protective proceedings. Clients must not have unresolved serious criminal charges. Priority shall be given to clients willing to participate in the program at the commencement of the case.
 - c. "CR" Track: Adults who are charged with domestic abuse offenses and/or facing probation revocations for these types of offenses and who have not caused serious bodily injury or used a weapon or instrument in the

commission of any offense. Priority shall be given to those most likely to receive a sentence of incarceration significantly in excess of the two-day minimum.

- d. "D" Track: Parents who have recurring custody/visitation disputes in which substance use is the primary reason for restricting their contact with minor child(ren) and who have no unresolved criminal charges that will interfere with the client's ability to fully participate in the program.
3. Drug testing services will be provided on a voluntary basis to juveniles who may or may not be under court jurisdiction and to adult and juvenile clients receiving moderate and intensive levels of treatment services through the FCDCP.
4. Comprehensive substance abuse assessments will be provided to juvenile and adult clients through the FCDCP.

E. Geographic coverage of service

Second Circuit -- Islands of Maui, Molokai and Lanai

The applicant may propose to service clients from one or more geographic areas. The applicant need not submit separate proposals for each island. If an applicant proposes to service clients from more than one island, applicant's proposal shall indicate what services will be provided on each island and describe differences in service capacity or capability as applicable.

Preference will be given to services provided in the Second Circuit, however, applicants may submit proposals for Residential Treatment and Therapeutic Living Program services as specified in this RFP which are located in the First, Third, or Fifth Circuit.

F. Probable funding amounts, source, and period of availability

Funding source: State general funds, public grants

Other potential funding sources: Federal funds, private grants

Probable funding amounts:

<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
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Unspecified general funds

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 to June 30, 2011, subject to the appropriation and availability of funds and satisfactory contract performance. All State general funds are contingent on appropriation. Funds are available for only the initial term of the contract from July 1, 2007 through June 30, 2009.

NOTE: Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

2.14.2 General Requirements

- A. Specific qualifications or requirements, including but not limited to licensure or accreditation
 - 1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
 - a. Residential substance abuse treatment programs, in accordance with Title 11, Chapter 98, Special Treatment Facility, must have a Special Treatment Facility license at the time of application and abide by applicable administrative rules governing accreditation of substance abuse treatment programs.
 - b. Unless otherwise specified in this RFP, Therapeutic Living Programs must meet the Department of Health, Alcohol and Drug Abuse Division's Therapeutic Living Program Requirements as specified in Section 5, Attachment E-5 of the Division's RFP Number HTH 440-1, Substance Abuse Treatment Services of the Alcohol and Drug Abuse Division, for contract period: SFY 2004-2009, until applicable administrative and licensing rules are implemented by the Department of Health. Upon implementation of duly authorized administrative and licensing rules, programs must comply accordingly.
 - c. All applicants shall comply with Title 11, Chapter 175, Mental Health and Substance Abuse System.

- d. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages and identification as applicable.
- 2. The applicant must have demonstrated competence or qualifications to perform the required services.
- 3. The applicant must clearly state the specific service activity, level(s) of intervention and the specified track(s) it is proposing to service.
- 4. The applicant must have an accounting system, with acceptable accounting practices and standards.
- 5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
- 6. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section Five, Proposal Application Checklist, for the website address).

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

[] Allowed [X] Unallowed

Applicants' proposal may include more than one service activity as specified in Section 2.14.3 but applicants may submit not more than one proposal for each service activity per island.

D. Single or multiple contracts to be awarded**(Refer to §3-143-206, HAR)**

☐ Single ☐ Multiple ☒ Single & Multiple

Multiple contracts may be awarded if such awards are deemed to be in the best interest of the Judiciary, and will be based on the highest ranked proposals.

E. Single or multi-term contracts to be awarded**(Refer to §3-149-302, HAR)**

☐ Single term (< 2 yrs.) ☒ Multi-term (> 2 yrs.)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 - June 30, 2011. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single-term contract will be awarded.

F. RFP contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.1 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the RFP process, please call the following individual:

Judiciary Contracts and Purchasing Office

Jonathan Wong at (808) 538-5805 Fax: (808) 538-5802

Email: jonathan.h.wong@courts.state.hi.us

If you have any programmatic questions regarding the requested services, please call the following individual:

Maui: Gail Nakamae, Program Specialist, Second Circuit Court

at (808) 244-2871

Fax: (808) 244-2870

Email: gail.k.nakamae@courts.state.hi.us

2.14.3 Scope of Work

Applicants may propose services for any or all service activities; any or all intervention levels; all tracks or specified track(s) except that the assessment service provider is not eligible to provide treatment services on the same island for which it provides assessment services. Please refer to FCDCP Service Matrix.

Collaborative proposals may be submitted jointly by applicants unable to provide integrated services within the track(s), e.g. substance abuse and batterer intervention services; substance abuse and parenting improvement services.

NOTE: Proposals will be evaluated by service activity according to Section Four of this RFP and will be scored and ranked separately within the following categories: Drug Testing Services, Assessment Services, In-Community Substance Abuse Services and Residential Substance Abuse Services.

(2.14.3) A. **Drug Testing -Minimum services shall include the following activities**

1. Entry Level Youth Services: Providers must obtain signatures of parent and child on waiver forms; distribute written information that may be provided by the Judiciary regarding substance abuse, community resources, and about Levels J-1 and J-2 services; observe client providing urine specimen; conduct drug test; and provide results to parent, child and service provider. The provider may limit provision of service by gender, days of the week, or to specific times of the day.
2. Moderate and Intensive Level Drug Court Services: Providers must have the capability to do drug and alcohol testing and must observe client providing urine specimen; conduct test; and provide results to the FCDCP or as directed by the FCDCP. Providers may limit provision of service by gender, youth/adult, days of the week, or to a specific times of the day. Additional consideration will be given to applicants with the capability of administering drug and alcohol testing through a variety of methodologies, including hair analysis.

(2.14.3) B. **Assessment - Minimum Services shall include the following activities**

Comprehensive substance abuse assessments for youth and adults who are prospective FCDCP clients. Provider must use test instruments that are generally recognized as highly valid for the particular client, considering his or her characteristics. Assessments shall include components that thoroughly assesses bio-psych-social and family functioning. The assessment must be useful to assist the FCDCP to determine clients

appropriateness for participation in the FCDCP and appropriate type and level of services necessary for the client and his/her family. Assessments must be completed within fourteen (14) days of referral.

(2.14.3) C. “J” Track- Minimum services shall include the following activities:

1. **Level J-1** is the least intensive and is designed to detect drug use and to divert occasional and experimental users from continued and escalating drug use through education. Referrals will be accepted from school authorities, police, parents/legal or physical custodians, mental health practitioners as well as juvenile/adult probation officers and child welfare workers. These juveniles need not, and in many instances, will not be involved with the juvenile justice system at the time of entry to the program. For those with positive drug tests, the juveniles and their parents/custodians will be given the schedules for drug education programs for both juveniles and parents/custodians. For those with negative drug tests, the parent/custodian will be provided with information on available social services and encouraged to return if behavior indicative of drug use surfaces.
2. **Level J-2** will offer a more intensive educational drug program and therapeutic services designed for youth who test positive after participation in J-1 services and for those who have been referred for this level of service by one of the non-parent/custodian (school, police, mental health practitioners, probation officers, child welfare workers, etc.) referral sources. Drug testing will be administered at frequent random intervals as directed by the service provider during their participation. Parents/custodians will be given information on how to continue with drug testing for approximately thirty (30) to sixty (60) days after program completion. If the juvenile tests negative during the program or for sixty (60) days after completion, the parent/custodian will be provided referrals to other social services in the community and encouraged to return if behavior indicative of drug use surfaces. If the juvenile consistently tests positive during the program and for sixty (60) days after completion, parents should contact a FCDCP partner for potential juvenile justice system intervention. Drug test results that participants have voluntarily submitted to will not be available as evidence in a proceeding to adjudicate whether the juvenile is subject to Family Court's jurisdiction.

For the following levels of service, no client shall be required to wait more than seven (7) days to commence the treatment services determined appropriate by the FCDCP. Treatment services in most cases will range from a minimum of nine (9) months to a maximum of fifteen (15) months, including aftercare. Family/systems interventions are to be the overarching focus. Family is by definition, those around the substance abusing

client who care for or are important to the client in resolving the problem. Although individual and group modalities may be utilized for education, engagement, peer support, and cognitive restructuring, family/system based interventions are to be considered primary. Tasks that need to be accomplished include developing an alliance with the family, identifying supports to promote and assist family involvement, reducing negativity and resistance to therapeutic intervention, developing a youth-significant adult connection focus and increasing motivation for change. Additionally, applicants are expected to develop and implement individualized (family) change plans, target and resolve specific problem behaviors and increase the effectiveness of relational and communication skills within the key relational system. Applicants are referred to the following treatment programs that incorporate some of the treatment characteristics and goals determined to be best practices: Functional Family Therapy, Multi-Systemic Therapy, Multi-Dimensional Family Therapy, Brief Strategic Family Therapy.

3. **Level J-3** provides between one (1) and eight (8) hours per family/system per week of face-to-face treatment in non-residential services to youths and to the greatest extent possible, to all persons residing in their home. Substance abuse treatment includes outpatient services such as individual, group, and family counseling, and other support services provided they are integrated and consistent with the primary family/system based intervention. Clients will appear bi-weekly for court hearings for the first sixty (60) days of their participation with FCDCP. The FCDCP team will set the frequency of hearings after the first sixty (60) days and may increase or decrease the frequency as it considers appropriate.
4. **Level J-4** provides between nine (9) and nineteen (19) hours per family/system per week of face-to-face treatment in non-residential services to youths and to the greatest extent possible, to all persons residing in their home. Substance abuse treatment includes outpatient or intensive outpatient services such as individual, group, and family counseling, and other support services provided they are integrated and consistent with the primary family/system based intervention. Clients will appear weekly for court hearings for the first thirty (30) days of their participation in the FCDCP. The FCDCP Team will set the frequency of court hearings after the first thirty (30) days and may increase or decrease the frequency as it considers appropriate.
5. **Level J-5** provides a residential substance abuse program with a planned regimen of professionally directed evaluation, treatment, individual and group counseling, skill building, recreational activities, family services, case management, and other ancillary and special services provided they are integrated and consistent with the primary family/system based intervention. Observation, monitoring, and treatment are available twenty-four (24) hours a day, seven days (7) a week. Clients shall have access to a Department of Education approved appropriate grade-level academic program while in treatment. Programs are to have access,

either as paid staff or on a consultative basis, to a licensed psychiatrist or psychologist who is trained in child development, family systems, and substance abuse treatment. The treatment services and living quarters must be separate and specific for adolescents only, with no intermingling of adults and juveniles. Clients will appear weekly for court hearings for the first thirty (30) days of their participation in the FCDCP unless it would be more beneficial for the client to not appear for weekly hearings. Weekly hearings would then commence at the conclusion of the residential treatment. The FCDCP Team will set the frequency of court hearings after the first thirty (30) days and may increase or decrease the frequency as it considers appropriate.

(2.14.3) D. "S" Track: Minimum services shall include the following activities:

No client shall be required to wait more than seven (7) days to commence the treatment services determined appropriate by the FCDCP. Approximate length of treatment in the Moderate/Intensive Level is a minimum of nine (9) months to fifteen (15) months, including aftercare. The family home must be safe with a service plan for graduation from the FCDCP. Family/systems interventions are to be the overarching focus. Family is by definition, those around the substance abusing client who care for or are important to the client in resolving the problem. Although individual and group modalities may be utilized for education, engagement, peer support, and cognitive restructuring, family/system based interventions are to be considered primary. Tasks that need to be accomplished include developing an alliance with the family, identifying supports to promote and assist family involvement, reducing negativity and resistance to therapeutic intervention, developing a family/system focus and increasing motivation for change. Additionally, applicants are expected to develop and implement individualized (family) change plans, target and resolve specific problem behaviors and increase the effectiveness of relational and communication skills within the family/system. **Preference will be given to applicants that will deliver integrated services through a team of professionals who have a demonstrated collective expertise in the areas of substance abuse, family/system issues, and parenting improvement.** (Services related to parenting improvement are described in Section 2.14.3, G.7.) Applicants that propose to provide services only for substance abuse and family/system issues must describe how they will coordinate their services with the Department of Human Services' contracted provider of parenting improvement services. In addition to the services provided by the applicant, it is expected that the client shall have access to other services to assist with concerns such as domestic violence, legal needs, housing, financial/employment, educational needs of subject children, and serious mental health issues. The goals of safety, permanency and child and family well-being shall be addressed in administering and conducting the service activities, with the safety of the child(ren) being of paramount concern. Applicants are referred to the following treatment programs that incorporate some of the treatment characteristics and goals determined to be best practices: Functional Family Therapy, Multi-Systemic Therapy, Multi-Dimensional Family Therapy, Brief Strategic Family Therapy.

1. **Level S-1: Reserved**
2. **Level S-2: Reserved**
3. **Level S-3** provides between three (3) and eight (8) hours total per week of face-to-face treatment in non-residential substance abuse services to the family/system and all household members of the subject child(ren). Substance abuse treatment includes outpatient services such as individual, group, and family counseling, and other support services provided they are integrated and consistent with the primary family/system based intervention. Clients will appear bi-weekly for court hearings for the first sixty (60) days of their participation with FCDCP. The FCDCP team will set the frequency of hearings after the first sixty (60) days and may increase or decrease the frequency as it considers appropriate.
4. **Level S-4** provides between nine (9) and nineteen (19) hours per family/system per week of face-to-face treatment in non-residential substance abuse services to all household members of the subject child(ren). Substance abuse treatment includes outpatient or intensive outpatient services such as individual, group, and family counseling, and other support services provided they are integrated and consistent with the primary family/system based intervention. Clients will appear weekly for court hearings for the first thirty (30) days of their participation in the FCDCP. The FCDCP Team will set the frequency of court hearings after the first thirty (30) days and may increase or decrease the frequency as it considers appropriate.
5. **Level S-5** provides residential services as follows:

Level S-5a: provides a residential substance abuse program with a planned regimen of professionally directed evaluation, treatment, case management, family services and other ancillary and special services. Observation, monitoring and treatment are available twenty-four (24) hours a day, seven (7) days a week. A minimum of twenty-four (24) hours per week of face-to-face treatment shall be provided including a minimum of one (1) hour per week of individual counseling to be scheduled with each client. Clients will appear weekly for court hearings for the first thirty (30) days of their participation in the FCDCP unless it would be more beneficial for the client to not appear for weekly hearings. The FCDCP Team will set the frequency of court hearings after the first thirty (30) days and may increase or decrease the frequency as it considers appropriate.

Level S-5b: provides Therapeutic Living Programs to serve adults who require a residential setting less structured than that of a special treatment facility and aids

residents in meeting basic needs and provides supportive services through an individualized recovery and discharge plan. Clients will appear weekly for court hearings for the first thirty (30) days of their participation in the FCDCP unless it would be more beneficial for the client to not appear for weekly hearings. The FCDCP Team will set the frequency of court hearings after the first thirty (30) days and may increase or decrease the frequency as it considers appropriate.

The categories of Therapeutic Living Programs are as follows:

(1) Transitional Living Programs for Adults (TLPA)

These programs provide residential living to residents who are currently receiving substance abuse treatment in a day or outpatient program or have been clinically discharged from treatment yet still are in need of supervision and a clean and sober living environment. All residents in the same transitional residential living program house shall be adults of the same gender. At a minimum, one direct services staff member with a current first aid certificate and CPR training shall be present in the program when residents are present. For non-therapeutic program hours, the program shall have sufficient staff, as approved by the department, to ensure the safety, health, and delivery of the services. A minimum of fifteen (15) hours per week of face-to-face supportive psycho-social services shall be provided to each resident each week.

(2) Transitional Living Programs for Parents with Children (TLPAC)

These programs provide residential living services to residents who are currently receiving substance abuse treatment in a day or outpatient program, or who have been clinically discharged from treatment yet still need supervision and a clean and sober living environment. All residents in the program shall be pregnant women or women with child(ren) or men with child(ren). All adults in the same transitional residential living program house shall be of the same gender. Staff shall be onsite twenty-four (24) hours per day, seven (7) days per week. For non-therapeutic program hours, the program shall have sufficient staff, as approved by the Department of Health, to ensure the safety, health, and delivery of services. A minimum of fifteen (15) hours per week of face-to-face supportive psycho-social services shall be provided to each resident each week.

(3.) Semi-supervised, Independent but Structured Living Arrangements for Adults (SISLA)

These programs provide a structured living arrangement for adults who need minimum professional or paraprofessional support in order to live in the community and avoid a deterioration in functioning and a more restrictive level of care. Staff must be on site a minimum of twelve hours per day, and on call for twenty-four (24) hours per day, seven (7) days per week. At a minimum, one staff member shall be available for every fifteen (15) residents. All residents in the housing unit shall be adults of the same gender.

Further requirements are:

- (a) At least ten (10) hours a week of case management shall be provided to assist residents in independent living skills.
- (b) The program shall maintain scheduled services to facilitate accessibility to and attendance at employment, self-help groups, counseling, and vocational counseling.
- (c) The program shall provide or arrange for educational services appropriate to the level of functioning and comprehension of the resident.
- (d) The program shall provide residents with information about community resources and assist them in accessing those resources.
- (e) The program shall facilitate peer group support and provide supervision in daily living skills and work.

Level S-5c: provides sober housing as part of transitional planning for recovering individuals generally who have completed appropriate substance abuse treatment services and who require a supportive, alcohol and drug-free residence that will reinforce sober and responsible behavior. Generally, sober houses are democratically managed and self-supporting, with limited, short-term Judiciary funding provided for eligible clients' rental fees.

(2.14.3) E. "CR" Track: Minimum services shall include the following:

No client shall be required to wait more than seven (7) days to commence treatment services as determined appropriate by the FCDPC. Approximate length of treatment in the Moderate/Intensive Level is nine (9) to eighteen (18) months. Treatment services shall be through a group modality and shall integrate batterer intervention and substance abuse treatment. Group treatment shall be co-facilitated with a female and male facilitator as much as possible.

1. Level CR-1: Reserved

2. **Level CR-2: Reserved**
3. **Level CR-3** provides between three (3) and eight (8) hours per client per week of face-to-face treatment in non-residential services to clients. Services to include group treatment with integrated services for batterer intervention and substance abuse. Clients will appear bi-weekly for court hearings for the first sixty (60) days of their participation with FCDP. The FCDP team will set the frequency of hearings after the first sixty (60) days and may increase or decrease the frequency as it considers appropriate.
4. **Level CR-4** provides between nine (9) and nineteen (19) hours per client per week of face-to-face treatment in non-residential services to clients. Services to include group treatment with integrated services for batterer intervention and substance abuse. Clients will appear weekly for court hearings for the first thirty (30) days of their participation in the FCDP. The FCDP Team will set the frequency of court hearings after the first thirty (30) days and may increase or decrease the frequency as it considers appropriate.
5. **Level CR-5** provides residential services as specified in Level S-5.

(2.14.3) F. "D" Track: Minimum services shall include the following:

Treatment services shall be readily available at all times and the client shall be required to wait no more than seven (7) days to commence the treatment services determined appropriate by the FCDP. Approximate length of treatment in the Moderate/Intensive Level is a minimum of nine (9) months to eighteen (18) months. Family/systems interventions are to be the overarching focus. Family is by definition, those around the substance abusing client who care for or are important to the client in resolving the problem. Although individual and group modalities may be utilized for education, engagement, peer support, and cognitive restructuring, family/system based interventions are to be considered primary. Tasks that need to be accomplished include developing an alliance with the family, identifying supports to promote and assist family involvement, reducing negativity and resistance to therapeutic intervention, developing a family/system focus and increasing motivation for change. Additionally, applicants are expected to develop and implement individualized (family) change plans, target and resolve specific problem behaviors and increase the effectiveness of relational and communication skills within the family/system. Applicants are referred to the following treatment programs that incorporate some of the treatment characteristics and goals determined to be best practices: Functional Family Therapy, Multi-Systemic Therapy, Multi-Dimensional Family Therapy, Brief Strategic Family Therapy. When appropriate, D Track clients may be included in the S Track treatment groups.

1. **Level D-1: Reserved**
2. **Level D-2: Reserved**
3. **Level D-3** provides between three (3) and eight (8) hours per client per week of face-to-face treatment in non-residential services. Substance abuse treatment includes outpatient services such as individual, group, and family counseling and other support services delivered through a family/system based intervention. Clients will appear bi-weekly for court hearings for the first sixty (60) days of their participation with FCDCP. The FCDCP team will set the frequency of hearings after the first sixty (60) days and may increase or decrease the frequency as it considers appropriate.
4. **Level D-4** provides between nine (9) and nineteen (19) hours per client per week of face-to-face treatment in non-residential services to clients. Substance abuse treatment include outpatient or intensive outpatient services such as individual, group, and family counseling and other support services delivered through a family/system based intervention. Clients will appear weekly for court hearings for the first sixty (60) days of their participation with FCDCP. The FCDCP team will set the frequency of hearings after the first sixty (60) days and may increase or decrease the frequency as it considers appropriate.
5. **Level D-5** provides residential services as specified in Level S-5.

(2.14.3) G. Other Requirements Relating to Service Activities

1. Drug Testing services are to be provided in accordance with current best practices/evidence-based practices. Best practices/evidenced-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for clients, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards. The applicant's proposal shall clearly describe the drug testing methodologies to be utilized and the reason for the selection of the specific methodologies, including all supportive information. Testing materials, training of staff, and monitoring of service quality shall be provided by the applicant.
2. Assessment services must be comprehensive, system-focused, and strength based. For the "J", "S", and "D" Tracks, in addition to identifying individual problems and behaviors, the assessments are to emphasize a strong family/system

assessment piece which identifies “who cares about the client and the family” and the risk and protective factors within the family system service.

3. Treatment services shall be client/environment-centered, strength-based, gender specific for substance abuse and when appropriate, for all other treatment/service issues, culturally competent, and shall be implemented in a way that encourages adaptations to increase quality of service. Applicants shall identify specific life-factor obstacles to client success in each case for the FCDCP team to consider. To the greatest extent possible, treatment/services related to the specific issues being addressed in each track shall be integrated with the substance abuse treatment. For applicants proposing services utilizing group modalities, contingency plans in the event the client census is not conducive to group treatment shall also be described.
4. Aftercare components shall include the development and implementation of appropriate transition plans individually tailored for each client that address transition and recovery issues, and relapse prevention.
5. Clients in any level of treatment shall meet the most current version of the American Society for Addiction Medicine Patient Placement Criteria (ASAM-PPC 2R) for admission, continuance, and discharge.
6. Specific domestic violence intervention services provided in the “CR” Track must follow the guidelines in the “Hawaii Batterers Program Standards.”
7. Parenting improvement services to be provided in the “S” Track is defined as follows (Applicants are referred to the Department of Human Services RFP HMS 301-17, Section 2, III. Scope of Work, A.6, 8.a., 9.a., and 9.c.):
 - a. Child Related Skills Building:
 - (1) Parenting in individual settings to enhance child management skills by using simple, concrete techniques taught in a format employing both educational materials and skill building exercises. Information shall be provided on normal child development stages.
 - b. Parental Life Skills:
 - (1) Relevant issues such as understanding the dynamics of child abuse and neglect and domestic violence, increasing one’s ability to protect, assertiveness training, etc.

- (2) Concrete family management skills building and resource development in areas such as nutrition, cooking, budgeting, housing, health care, benefits, employment, etc.
- c. Out of Home Visitation Supervision:

Provides supervised visits between children in foster home placement and their parents or other family members. The visits may take place in the parents' home or in a designated "safe home." Services include but are not limited to:

 - (1) Regular supervised visits
 - (2) Transportation for the child
 - (3) Hands on parenting instruction as appropriate; and
 - (4) Positive role modeling as appropriate.
8. Applicants proposing to provide services for the "CR" and "D" Track must have the capability to provide supervised visitation services. Proposed services must describe the safeguards to be used to provide for the safety of the children and parents during visits and the training, supervision and minimum qualifications of staff.
9. Experience working with drug courts or in providing treatment and/or other appropriate services to criminal justice clients is preferred.
10. Additional consideration shall be given to applicants that have a minimum of one year experience in the provision of substance abuse treatment services or in the provision of Therapeutic Living (Supportive Living) services for substance abuse clients. For those applicants that do not have a minimum of one year experience in substance abuse treatment or Therapeutic Living services, qualifications and other supportive information shall be detailed relevant to the applicant's competence to perform the required services.
11. Additional consideration shall be given to applicants with the capability to provide the following services:
 - Psychological/Psychiatric Evaluations
 - Medication Monitoring
12. The applicant must demonstrate an understanding that the FCDPC requires a team approach to provision of services and specifically to treatment planning and monitoring. Participation as an active member of the FCDPC Team and the ability to implement treatment decisions made by the team is a requirement.

Frequent status reporting to the drug court (in writing and in person) is also required. For example, written progress reports on the status of each client and family/system (e.g., drug testing results, counseling and meeting attendance, etc.) and recommended action must be provided prior to every drug court hearing; also, the applicant is required to participate in weekly face-to-face meetings with the judge and other members of the FCDCP Team to discuss all clients on the calendar for the week's drug court hearing, any clients applying for admission, any clients to be invited for admission, and any other issues. Additionally, the applicant must have the capacity to provide frequently updated statistics, including narratives, graphs and charts, on client demographics (e.g., age, race, drug of choice, drug use onset, prior treatment, prior convictions, pending offenses, employment, housing, etc.) and program outcomes (e.g., drug testing results, sanctions imposed, etc.).

13. The applicant shall have a comprehensive system for staff development and for monitoring and evaluating its service delivery. Staff development must include relating family/systems based interventions to substance abuse treatment.
14. The applicant shall agree by contract, to be willing to undergo a program assessment and audit as designated by the contracting agency. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address deficiencies.
15. The applicant shall incorporate best practices/evidenced-based practices, such as a cognitive-behavioral approach, motivational interviewing, etc. into individual and group sessions as appropriate.
16. The applicant will demonstrate compliance with the State Department of Health, Alcohol and Drug Abuse Division (ADAD) rules and regulations for the provision of treatment. Because ADAD may not have promulgated rules and regulations with respect to the provision of the services requested in this RFP, the evaluation of any applicant's conformity to this RFP may consider definitional information and description of services set forth in ADAD RFP Number HTH 440-1, Substance Abuse Treatment Services of the Alcohol and Drug Abuse Division, for contract period: SFY 2004-2009.

(2.14.3) H. Management Requirements

1. Personnel

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.

- (1) The applicant shall ensure that clinical supervision over substance abuse treatment activities is provided by Hawaii State certified substance abuse counselors (CSACs) pursuant to Section 321-193 (10), Hawaii Revised Statutes; or who hold an advanced degree in behavioral health science, with at least one year experience working in the field of substance abuse/addiction. For the "CR" Track, supervision of facilitators must include monthly documented assessment of adherence to the Hawaii Batterers Intervention Program Standards for the Island of Oahu, Hawaii, 2002 (Revised 7/02) and quarterly monitoring of group sessions by supervisory personnel.
- (2) Individuals performing the following function shall be Hawaii State certified substance abuse counselors (CSACs) pursuant to 321-193 (10), Hawaii Revised Statutes (HRS), or hold an advanced degree in behavioral health sciences:

- Clinical supervision

CSACs and individuals who hold an advanced degree in behavioral health sciences shall perform the following functions: however, non-CSACs or non-Masters level providers may be utilized as long as they are directly supervised* by a CSAC or Master level counselor and are working toward certification:

- Clinical evaluation
- Treatment planning
- Individual, group, and family counseling

*Direct supervision means a minimum of one (1) hour supervision for every seven (7) hours of performance. This involves teaching the supervisee about each core function of a substance abuse counselor, demonstrating how each core function is accomplished, the supervisee sitting in while the supervisor performs the function, the supervisee performing the function with the supervisor present, and finally, the supervisee performing the function independently, but with review and feedback from the supervisor. In addition, supervisees shall be required to attend ADAD-approved CSAC preparatory training when available.

NOTE: Preference will be given to applicants that propose to utilize direct services program staff who are CSACs with bachelors and/or advanced degrees in behavioral health sciences.

- (3) Applicants utilizing family based interventions such as Functional Family Therapy, Multi-Systemic Therapy, Multi-Dimensional Family Therapy, Brief Strategic Family Therapy shall demonstrate the knowledge, skills, attitudes, and education necessary to deliver such therapy. Staff development in these modalities will also be required.
 - (4) The applicant shall demonstrate that its staff have been appropriately assessed to have the knowledge, skills, attitudes and education necessary to provide services for the specific target populations it is proposing to service.
 - (5) The applicant's program staff may be required to attend training as arranged by the Judiciary on skill-building, specific therapeutic interventions, and other areas related to target populations.
- b. Therapeutic Living Programs shall be provided by staff knowledgeable in substance abuse problems and with experience in case management. All direct service staff shall be familiar with substance abuse and recovery issues. The staff shall also be familiar with practices including knowledge of relapse prevention, vocational rehabilitation, case management, life skills, and community resources.
 - c. The applicant shall conduct a criminal history record check for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **www.ecrim.hawaii.gov (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and www.nsopr.gov (National Sex Offender Public Registry)**. For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review.
 - d. The applicant shall conduct Child Protective Services central registry checks on any administrative and program staff and volunteers working in positions which necessitate close proximity to children or adolescents.

- e. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- f. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.

2. Administrative

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Coordination of service

- a. Applicants shall describe their ability to collaborate with other appropriate services, including, but not limited to, health, mental health, social, educational, vocational rehabilitation and employment services.
- b. Applicants intending to provide only part of the continuum shall also have and document appropriate linkages to other services in the continuum.

6. Reporting requirements for program and fiscal data

- a. The applicant shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the applicant relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the applicant during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the applicant, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the applicant, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The applicant shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the applicant's overall effort towards meeting the program goals and objectives. Furthermore, the applicant shall furnish any additional reports or information that the Judiciary may from time to time require or request.
- d. Pursuant to HRS 601-21, the applicant shall comply with the requirements of the statewide substance abuse treatment monitoring program established under HRS 321-192.5. The Judiciary additionally requires that all programs which provide substance abuse treatment services, whether accredited or not accredited by ADAD, participate in the statewide data collection activities under the purview of ADAD unless otherwise specified by the Judiciary. The applicant shall also include criteria established by the department of health pursuant to

section 321-A, to determine whether the treatment provider is achieving success in treating individuals with substance abuse.

7. Pricing or pricing methodology to be used

The applicant shall submit a proposal based on a “Negotiated Unit of Service” and/or “Fixed Rate” pricing methodology.

8. Units of service and unit rate

- a. Applicant’s proposal shall be based on a “Negotiated Unit of Service” and/or “Fixed Rate” pricing methodology. However, applicant’s proposal should reference average expected lengths of treatment proposed in each category and provide fees for units of services as follows:

<u>Service</u>	<u>Unit</u>	<u>Est. Slots/Year</u>
Drug Testing Centers		
Entry Youth	Per Test	65 -110
Moderate/Intensive	Per Test	50 - 95
Assessments	Per Client	30 - 60

<u>Service</u>	<u>Unit</u>	<u>Est. Slots/Year</u>
“J” Track		
Level J-1	Per Program*	10Y/10P - 15Y/15P
Level J-2	Per Program*	3Y/3P - 6Y/6P
Level J-3, J-4	Per Hour/Client	10 - 16
Level J-5	Per Bed Day/Client	2 - 5
*Youth (Y) and Parent (P) Programs		

“S” Track		
Level S-3, S-4	Per Hour/Client	15 - 30
Level S-5a	Per Bed Day/Client	8 - 10

Level S-5b	Per Bed Day/Client	10 - 15
Level S-5c	Per Bed Day/Client	10 - 12

“CR” Track

Level CR-3, CR-4	Per Hour/Client	4 - 10
Level CR-5a	Per Bed Day/Client	2 - 5
Level CR-5b	Per Bed Day/Client	2 - 5
Level CR-5c	Per Bed Day/Client	2 - 5

“D” Track

Level D-3, D-4	Per Hour/Client	1 - 4
Level D-5a	Per Bed Day/Client	0 - 2
Level D-5b	Per Bed Day/Client	0 - 2
Level D-5c	Per Bed Day/Client	0 - 2

9. Methods of compensation and payment

- a. The applicant shall provide monthly invoices. Information to be included shall be client's name, date of admission, date of discharge, reason for discharge, level of service provided and number of units provided with corresponding dates and service unit billed.
- b. The applicant shall maximize reimbursements of benefits for all levels of care through Hawaii Quest and Quest Net, the client's private insurance, the Department of Human Services or any other sources of payment made known to the applicant by the client for treatment, housing or subsistence. Payments to the applicant shall be reduced by received third party payments.

2.14.4 Facilities

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.
- B. Applicants proposing to provide residential treatment and therapeutic living program services shall describe and include in the proposals the following:

1. How security and client accountability will be achieved.
2. A site map of the facility designating all program locations, the location of each dwelling for residential and or therapeutic living program, and the gender for each dwelling.
3. A floor plan for each dwelling laying out each bedroom for clients and resident counselor(s), kitchen, dining area, living area, bathrooms and laundry area; the number of client beds per room; the number of resident counselor bed(s) per room and the maximum capacity for each dwelling.
4. The number of beds licensed for residential and/or therapeutic living program services by the Office of Health Care Assurance (OCHA), Department of Health, State of Hawaii.

FCDC - SERVICE MATRIX

DRUG TESTING	ASSESSMENT	"J" TRACK YOUTH	"S" TRACK CPS CLIENTS	"CR" TRACK D.V. CLIENT	"D" TRACK CH. CUS. CLIENT
<p>Entry Level Youth Services:</p> <ul style="list-style-type: none"> Obtain signature of parent or child on waiver forms Distribute and explain J-1, J-2 service materials Observe client providing urine sample Conduct drug test Provide results to parent/child/ service provider Court will provide forms, informational materials Provider may limit service provision by gender, days of week, time of day <p>Modeled after FCDC's Drug Court Services:</p> <ul style="list-style-type: none"> Observe client providing urine sample Conduct drug/alcohol test Provide results to FCDC or as directed by FCDC Court will provide confidentiality waivers, forms 	<p>All tracks:</p> <ul style="list-style-type: none"> Comprehensive drug assessment of prospective drug court clients must use test instruments that are generally recognized as highly valid for particular client and must include a family assessment component. <p>Complete assessment within 14 days of referral</p> <p>Assessment provider is not eligible to be a provider of treatment services on the same island for which it is provides assessment services.</p>	<p>Level J-1: J Track</p> <ul style="list-style-type: none"> Least intensive intervention Drug education Referral services Corresponding parent/ guardian group for each 	<p>Level S-1: S Track</p> <p>Reserved</p>	<p>Level CR-1: CR Track</p> <p>Reserved</p>	<p>Level D-1: D Track</p> <p>Reserved</p>
		<p>Level J-2 : J Track</p> <ul style="list-style-type: none"> More intensive intervention Drug education Referral services Corresponding parent/ guardian group for each 	<p>Level S-2: S Track</p> <p>Reserved</p>	<p>Level CR-2 : CR Track</p> <p>Reserved</p>	<p>Level D-2:: D Track</p> <p>Reserved</p>
		<p>Level J-3: J Track</p> <ul style="list-style-type: none"> 1 - 8 hours per week Available within 7 days of referral 	<p>Level S-3: S Track</p> <ul style="list-style-type: none"> 3 - 8 hours/week Available within 7 days of referral Clients may be included in Level D-3 services when appropriate 	<p>Level CR-3:: CR Track</p> <ul style="list-style-type: none"> 3 - 8 hours/week Available within 7 days of referral 	<p>Level D-3: D Track</p> <ul style="list-style-type: none"> 3 - 8 hours/week Available within 7 days of referral Clients may be included in Level S-3 services when appropriate
		<p>Level J-4 : J Track</p> <ul style="list-style-type: none"> 9 - 19 hours/week Available within 7 days of referral 	<p>Level S-4: S Track</p> <ul style="list-style-type: none"> 9 - 19 hours/week Available within 7 days of referral Clients may be included in Level D-4 services when appropriate 	<p>Level CR-4: CR Track</p> <ul style="list-style-type: none"> 9 - 19 hours/week Available within 7 days of referral 	<p>Level D-4: D Track</p> <ul style="list-style-type: none"> 9 - 19 hours/week Available within 7 days of referral Clients may be included in Level S-4 services when appropriate
		<p>Level J-5: J Track</p> <ul style="list-style-type: none"> Residential Available within 7 days of referral 	<p>Level S-5a: S Track</p> <ul style="list-style-type: none"> Residential Available within 7 days of referral <p>Level S-5b : S Track</p> <p>Therapeutic Living Programs</p>	<p>Level CR-5a: CR Track</p> <ul style="list-style-type: none"> Residential Available within 7 days of referral <p>Level CR-5b: CR Track</p> <p>Therapeutic Living Programs</p>	<p>Level D-5a: D Track</p> <ul style="list-style-type: none"> Residential Available within 7 days of referral <p>Level D-5b: D Track</p> <p>Therapeutic Living Programs</p>
			<p>Level S-5c: S Track</p> <p>Sober Housing</p>	<p>Level CR-5c: CR Track</p> <p>Sober Housing</p>	<p>Level D-5c: D Track</p> <p>Sober Housing</p>

2.15 SVC SPEC TITLE: Drug Court Services, Second Circuit**DR2MDC - Adult Substance Abuse Treatment Services, Maui Drug Court Program****2.15.1 Introduction****A. & B. - (SEE SECTION 2.0.1)****C. Description of the goals of the service**

To provide a continuum of adult substance abuse treatment services, delivered in the drug court treatment modality, to male and female felony offenders with drug and/or drug and alcohol related problems who are voluntarily participating in the court-supervised treatment of the Maui Drug Court (MDC) Program in the Second Circuit Court, State of Hawaii. The goal of this treatment and compliance monitoring is to provide offenders with the skills and knowledge to effectively deal with their use of drugs and/or drugs and alcohol in order to eliminate their recidivism to criminal behavior.

D. Description of the target population to be served

Non-violent adult men and women (ages 18 and older) with drug and/or drug and alcohol related problems who are facing charges, are charged with, or are on probation, parole or furlough for felony offense(s), voluntarily participating in the court-supervised treatment of the MDC Program in the Second Circuit Court, State of Hawaii. The approximate static number of clients anticipated to be serviced on the island of Maui as specified by this RFP is a static client population of approximately ninety (90) to one hundred twenty (120) clients, and for the island of Molokai, between five (5) and fifteen (15) in each of the four State fiscal years covered by this RFP.

E. Geographic coverage of service

Second Circuit –Islands of Maui and Molokai, with outreach to the island of Lanai if funding is available.

F. Probable funding amounts, source, and period of availability

Funding source: State general funds

Other potential funding sources: Federal funds, public and private grants.

Probable funding amounts:

<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
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Unspecified General Funds

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 to June 30, 2011, subject to the appropriation and availability of funds and satisfactory contract performance. All State general funds are contingent on appropriation. Funds are available for only the initial term of the contract from July 1, 2007 to June 30, 2009.

NOTE: Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

2.15.2 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
 - a. Residential programs, in accordance with Title 11, Chapter 98, Special Treatment Facility, must have a Special Treatment Facility license at the time of application and abide by applicable administrative rules governing accreditation of substance abuse treatment programs.
 - b. Unless otherwise specified in this RFP, therapeutic living programs must meet the Department of Health, Alcohol and Drug Abuse Division's Therapeutic Living Program Requirements as specified in Section 5, Attachment E-5 of the Division's RFP Number HTH 440-1

for Contract Period: SFY 2004-2009, until applicable administrative and licensing rules are implemented by the Department of Health. Upon implementation of duly authorized administrative and licensing rules, programs must comply accordingly.

- c. All applicants shall comply with Title 11, Chapter 175, Mental Health and Substance Abuse System.
 - d. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages and identification as applicable.
2. The applicant must have an accounting system, with acceptable accounting practices and standards.
 3. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
 4. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section Five, ProposalApplication Checklist, for the website address).

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Multiple contracts may be awarded if such awards are deemed to be in the best interest of the Judiciary, and will be based on the highest ranked proposals.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (< 2 yrs) ☒ Multi-term (> 2 yrs.)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years, from July 1, 2007 to June 30, 2009. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 to June 30, 2011. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single-term contract will be awarded.

F. RFP contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the RFP process, please call the following individual:

Jonathan Wong, Contracts and Purchasing Office

Phone: (808) 538-5805

Fax: (808) 538-5802

Email: jonathan.h.wong@courts.state.hi.us

If you have any programmatic questions regarding the requested services, please call the following individual:

Gail Nakamae, Program Specialist, Second Circuit

Phone: (808) 244-2871

Fax: (808) 244-2870

Email: gail.k.nakamae@courts.state.hi.us

2.15.3 Scope of Work

Applicants may propose to provide the whole continuum of services or only a part of the continuum, i.e. In-Community Substance Abuse Services (pre-treatment, outpatient, intensive outpatient, and continuing care services) or Residential Substance Abuse Services (residential substance abuse treatment, Therapeutic Living, and sober housing services). Applicants must clearly state the specific service activities they are proposing to provide. Proposals shall demonstrate a clear understanding and knowledge of the community's needs (cultural, social, physical, etc.) and available resources.

For services/locations impacted by smaller client caseloads, treatment services may be provided through combined groups composed of other program clients and MDC Program participants. Specific service activities, however, must also be provided exclusively for MDC Program clients to foster group cohesiveness and support.

NOTE: Proposals will be evaluated by service activity according to Section Four of this RFP and will be scored and ranked separately within the following categories: In-Community Substance Abuse Services and Residential Substance Abuse Services.

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

To provide a continuum of evidence-based, offender-oriented substance abuse treatment services, delivered in the drug court treatment modality, to adult male and female felony offenders with drug and/or drug and alcohol related problems who are voluntarily participating in the court-supervised treatment of the MDC Program in the Second Circuit Court, State of Hawaii. As detailed below, services for all clients shall include Intensive Outpatient, Outpatient Treatment, Continuing Care (also

known as Aftercare”), Residential Substance Abuse Treatment, Therapeutic Living Programs, and Sober Housing as needed. Also, treatment shall involve compliance monitoring including frequent drug and alcohol testing, screening and admission services, and status reporting to the drug court. Support services with the goal of relapse prevention shall also be provided. The goal of this treatment and compliance monitoring is to provide offenders with the skills and knowledge to effectively deal with their use of drugs and/or drugs and alcohol in order to eliminate their recidivism to criminal behavior.

1. The continuum shall consist of the following adult substance abuse treatment services (defined below) to be delivered in the drug court treatment modality to clients in an approximate 15-month drug court program (**Please refer to Table of Recommended Minimum Services Per Week as a guideline for service provision**):

- a. **Pre-Treatment Screening**: Provides an initial assessment of the client which shall utilize the American Society of Addiction Medicine (ASAM) criteria, and the Diagnostic Statistical Manual of Mental Disorders (DSM IV). Utilizing the information provided via external sources (i.e. employer, court system, probation, family) and through the completion and interpretation of information collected through a structured interview process, a determination shall be made regarding the extent of chemical dependency, abuse, experimentation, or the lack of such conditions. Assessments will take into consideration client history of substance use; bio-medical conditions and complications; emotional, behavioral or cognitive conditions and complications; readiness to change, relapse, continued use or continued problem potential and recovery/living environment. These factors are considered along with the diagnostic criteria found in the DSM IV, and the six dimensions provided by the ASAM to make the determination regarding the client’s substance use and to provide recommendations. Based on the assessment findings, a level of education or treatment most appropriate for the individual’s needs at that time may be recommended. The pre-treatment intervention will be conducted for a approximately two (2) weeks post-referral and provides for approximately five (5) hours of face-to-face treatment services per week to include individual and group counseling.
- b. **Outpatient Treatment**: Provides non-residential comprehensive specialized services on a scheduled basis for individuals with substance abuse problems. Professionally directed evaluation, treatment, case management and recovery services shall be provided to clients with less problematic substance abuse related behavior than

would be found in a residential or day treatment program, for a minimum of one (1) hour up to a maximum of eight (8) hours per client per week of face-to-face treatment, including at least one (1) hour per month of individual counseling.

- c. **Intensive Outpatient:** Provides non-residential specialized intensive services on a scheduled basis for individuals with substance abuse problems. Such treatment services usually operate for at least three or more hours per day for three or more days per week. Services may include individual and group counseling, medication management, family therapy, educational groups, occupational and recreational therapy, and other therapies. Professionally directed evaluation, treatment, case management and recovery services shall be provided, for a minimum of nine (9) hours up to a maximum of nineteen (19) hours per client per week of face-to-face treatment, including at least one (1) hour per week of individual counseling.
- d. **Residential:** Provides a planned regimen of professionally directed evaluation, treatment, case management, and other ancillary and special services. Observation, monitoring and treatment are available 24 hours a day, seven days a week. A minimum of twenty-four (24) hours per week of face-to-face treatment shall be provided, including a minimum of one (1) hour per week of individual counseling to be scheduled with each client. Other services shall include but are not limited to group counseling, education, skill building, recreational therapy, and family services.
- e. **Continuing Care:** Provides an organized service which provides treatment reinforcement services to the client who has completed the core portion of a treatment program. Lapse/relapse and recidivism prevention shall be focused upon. Continuing Care shall be provided for no more than twelve (12) weeks of up to three (3) hours per week.
- f. **Therapeutic Living:** Provides a less structured residential setting than that of a special treatment facility for those persons recovering from substance abuse. The program shall aid residents in meeting basic needs and provide supportive services through an individualized recovery and discharge plan. The categories of Therapeutic Living Programs are as follows:

1) **Transitional Living Programs for Adults**

These programs provide residential living to residents who are currently receiving substance abuse treatment in a day or

outpatient program or have been clinically discharged from treatment yet still are in need of supervision and a clean and sober living environment. All residents in the same transitional residential living program house shall be adults of the same gender. At a minimum, one direct services staff member with a current first aid certificate and CPR training shall be present in the program when residents are present. For non-therapeutic program hours, the program shall have sufficient staff, as approved by the department, to ensure the safety, health, and delivery of the services. A minimum of fifteen (15) hours per week of face-to-face supportive psycho-social services shall be provided to each resident each week.

2) **Transitional Living Programs for Parents with Children**

These programs provide residential living services to residents who are currently receiving substance abuse treatment in a day or outpatient program, or who have been clinically discharged from treatment yet still need supervision and a clean and sober living environment. All residents in the program shall be pregnant women or women with child(ren) or men with child(ren). All adults in the same transitional residential living program house shall be of the same gender. Staff shall be onsite twenty-four (24) hours per day, seven (7) days per week.

For non-therapeutic program hours, the program shall have sufficient staff, as approved by the Department of Health, to ensure the safety, health, and delivery of services. A minimum of fifteen (15) hours per week of face-to face supportive psycho-social services shall be provided to each resident each week.

3) **Semi-supervised, independent but structured living arrangements for adults**

These programs provide a structured living arrangement for adults who need minimum professional or paraprofessional support in order to live in the community and avoid a deterioration in functioning and a more restrictive level of care. Staff must be on site a minimum of twelve (12) hours per day, and on call for twenty-four (24) hours per day, seven (7) days per week. At a minimum, one staff member shall be available

for every fifteen (15) residents. All residents in the housing unit shall be adults of the same gender.

Further requirements are:

- a) At least ten (10) hours a week of case management shall be provided to assist residents in independent living skills.
 - b) The program shall maintain scheduled services to facilitate accessibility to and attendance at employment, self-help groups, counseling, and vocational counseling.
 - c) The program shall provide or arrange for educational services appropriate to the level of functioning and comprehension of the resident.
 - d) The program shall provide residents with information about community resources and assist them in accessing those resources.
 - e) The program shall facilitate peer group support and provide supervision in daily living skills and work.
- g. **Sober Housing:** Provides for sober living environment as part of transitional planning for recovering individuals who generally have completed appropriate substance abuse treatment services and who require a supportive, alcohol and drug-free residence that will reinforce sober and responsible behavior. Generally, sober houses are democratically managed and self-supporting, with limited, short-term Judiciary funding provided for eligible clients' rental fees.

TABLE OF RECOMMENDED MINIMUM SERVICES PER WEEK	Individual Counseling	Group Counseling	Urinalysis and/or Hair Tests	APPROXIMATE TOTAL HOURS PER WEEK
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PRE-ADMISSION:

**PRE-TREATMENT
SCREENING**

	1 session	2 sessions	Per Tx. plan	5.0
"Outpatient Treatment"	(1.0 hr.)	(2.0 hrs. each)		
(2 weeks)				

POST-ADMISSION:**PHASE ONE**

	1 session	4 sessions	Per Tx. plan	9.0
"Intensive Outpatient"	(1.0 hr.)	(2.0 hrs. each)		
(17 weeks)				

PHASE TWO

	1 session	2 sessions	Per Tx. plan	6.5
"Outpatient Treatment"	(1.0 hr.)	(2 hrs. each)		
(13 weeks)		1 session		
		(1.5 hrs. each)		

PHASE THREE

	1 session	1 session	Per Tx. plan	3.5
"Outpatient Treatment"	(1.0 hr.)	(2.5 hrs. each)		
(22 weeks)				

PHASE FOUR

	2 sessions	1 session	Per Tx. plan	4.0
"Continuing Care"	(1.0 hr. each,	(2.0 hr.)		
(12 weeks)	2X month)			

**POST-PROGRAM
COMPLETION:**

	0	1 session	0	1.5
"Continuing Care/Aftercare"		(1.5 hrs.)		
(12 months)				

Note:

-Phase durations are approximate.

-Individual sessions may be with the individual client alone and/or with the individual client and his/her family/support members.

-In addition to above service provision, applicant must also provide family group psycho-educational counseling services and therapeutic experiential interventions as indicated in Section A.2 and A.3.

-Matrix of services may be modified as needed.

Other Major Service Activities:

2. Family group psycho-educational counseling sessions shall be provided for clients and their families. Fifty percent (50%) of the time allocated to these sessions shall be focused on educational curricula with the remaining fifty percent (50%) of the time spent on process goals.
3. Therapeutic experiential interventions aimed at reduction of anxiety and stress shall be made available to clients in all treatment phases.
4. Twenty-four (24) hour crisis telephone response shall be made available to clients including access to higher level consultation with appropriate staff, e.g. physician, nurse, Clinical Director, etc. as necessary.

Other Requirements Relating to Service Activities:

5. Applicants must have the capability to provide frequent drug and alcohol testing. Drug testing shall include urine and hair analysis. Testing materials, training and monitoring of service quality shall be provided by the applicant. Drug testing services are to be provided in accordance with current best practices/evidence-based practices. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for clients, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards. Additional consideration shall be given to applicants with the capability of administering drug testing through a variety of methodologies. The applicant's proposal shall clearly identify the drug testing methodologies to be utilized and the reason for the selection of the specific methodologies, including all supportive information. Procedures/protocol relevant to the frequency and application of the drug and alcohol testing shall also be described by the applicant.
6. Clients in any level of treatment shall meet the most current version of the American Society for Addiction Medicine Patient Placement Criteria (ASAM-PPC 2R) for admission, continuance and discharge.

7. Experience working with drug courts or in providing treatment and/or other appropriate services to criminal justice clients is preferred.
8. Additional consideration shall be given to applicants that have a minimum of one year experience in the provision of substance abuse treatment services or in the provision of Therapeutic Living (Supportive Living) services for substance abuse clients. For those applicants that do not have a minimum of one year experience in substance abuse treatment or Therapeutic Living services, qualifications and other supportive information shall be detailed relevant to the applicant's competence to perform the required services.
9. Program structure shall include the capability to conduct assessments and evaluation of treatment need, treatment planning, case management, treatment and continuing care focusing on relapse/lapse prevention planning. Treatment shall be comprised of individual, group, family and vocational/educational counseling coupled with psycho-educational training which addresses drug and alcohol education, understanding criminal behavior, anger and stress management, social and lifestyle skills development and relapse/recidivism prevention. Offenders will be trained in treatment sessions to identify antisocial thinking, attitudes, behaviors and beliefs; to recognize high-risk situations, places and people surrounding AOD use; and practice how to deal with them in a pro-social manner. Treatment shall take into consideration the psycho-social needs of the client and shall be behavioral and cognitive in approach. Programs shall develop and implement appropriate transition plans for each client in the final phases of treatment and prior to entry into continuing care. The plan shall address transition and recovery issues and relapse/recidivism prevention.
10. Additional consideration shall be given to applicants with the capability to provide the following services:
 - Psychological/Psychiatric Evaluations
 - Medication Monitoring
11. Frequent status reporting to the drug court (in writing and in person) is also required. For example, written progress reports on each client's performance (e.g., drug testing results, counseling and meeting attendance, etc.) and recommended action must be provided prior to every drug court hearing; also, the provider is required to participate in weekly meetings with the judge and other members of the MDC Team to discuss all clients on the calendar for the

next drug court hearing, any offenders applying for admission, any offenders to be invited for admission, and any other issues. Additionally, the provider must provide frequently updated statistics, including narratives, graphs and charts, on client demographics (e.g., age, race, drug of choice, drug use onset, prior treatment, prior convictions, pending offenses, employment, housing, etc.) and program outcomes (e.g., drug testing results, sanctions imposed, etc.).

12. Applicants will demonstrate compliance with the State Department of Health, Alcohol and Drug Abuse Division (ADAD) rules and regulations for the provision of treatment.

NOTE: Because ADAD may not have promulgated rules and regulations with respect to the provision of the services requested in this RFP, the evaluation of any applicant's conformity to this RFP may consider definitional information and description of services set forth in ADAD RFP Number HTH 440-1, Substance Abuse Treatment Services of the Alcohol and Drug Abuse Division, for contract period: SFY 2004 to 2009.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population. Applicants shall provide its minimum qualifications for program director(s). Program director is defined as the person responsible for the overall management of the treatment program(s). Applicant shall provide educational backgrounds and experience of any current program director(s).

At a minimum, applicants shall ensure that clinical supervision over treatment activities is provided by substance abuse counselors or program administrators certified pursuant to Section 321-193 (10), Hawaii Revised Statutes; or hold an advanced degree in behavioral health science, with at least one year experience working in the field of substance abuse addiction.

CSACs and individuals who hold an advanced degree in behavioral health services preferably shall perform clinical evaluation, treatment planning and individual, group and family counseling; however, non CSACs or non-master's level providers may be utilized as long as they are directly supervised by a CSAC or master's level counselor, and are working toward certification.

- b. Therapeutic Living Program service activities shall be provided by staff knowledgeable in substance abuse problems and experience in case management. All direct service staff shall be familiar with substance abuse and recovery issues. The staff shall also be familiar with practices including knowledge of relapse prevention, vocational rehabilitation, case management, life skills, and community resources.
- c. The applicant shall conduct a criminal history record check for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **www.ecrim.hawaii.gov (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and www.nsopr.gov (National Sex Offender Public Registry)**. For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review.
- d. The applicant shall conduct Child Protective Services central registry checks on any administrative and program staff and volunteers working in positions which necessitate close proximity to children or adolescents.
- e. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.

- f. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.
- g. The applicant must have sufficient and relevant staff training and development. All direct service staff shall have training in and be familiar with current procedures and practices, intake, admission, and referral of residents.
- h. The applicant shall ensure that staff receive appropriate supervision including clinical supervision and administrative direction.

2. Administrative

- a. The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.
- b. Court appearances and/or testimony shall be provided as needed.

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.
- c. The applicant shall agree by contract, to be willing to undergo a program assessment and audit as designated by the contracting agency.

Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address deficiencies.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Coordination of service

- a. Applicants shall describe their ability to collaborate with other appropriate services, including, but not limited to, health, mental health, social, educational, vocational rehabilitation and employment services.
- b. Applicants intending to provide only part of the continuum shall also have and document appropriate linkages to other services in the continuum.

6. Reporting requirements for program and fiscal data

- a. The applicant shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the applicant relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by

the applicant during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the applicant, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the applicant, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.

- c. Pursuant to HRS 601-21, the applicant shall comply with the requirements of the statewide substance abuse treatment monitoring program established under HRS 321-192.5. The Judiciary additionally requires that all programs which provide substance abuse treatment services, whether accredited or not accredited by ADAD, participate in the statewide data collection activities under the purview of ADAD. The applicant shall also include criteria established by the department of health pursuant to section 321-A, to determine whether the treatment applicant is achieving success in treating individuals with substance abuse.
- d. The applicant shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the applicant's overall effort towards meeting the program goals and objectives. Furthermore, the applicant shall furnish any additional reports or information that the Judiciary may from time to time require or request.

7. Pricing or pricing methodology to be used

The applicant may submit a proposal based on a "Negotiated Unit of Service" pricing methodology and/or a "Fixed Price" pricing methodology, as further described in SECTION THREE of this RFP.

8. Units of service and unit rate

- a. Applicant's proposal shall be based on a "Negotiated Unit of Service" and/or "Fixed Rate" pricing methodology. Applicant's proposal should reference average expected lengths of treatment proposed in each category and provide fees for units of services as follows:

<u>Service Activity:</u>	<u>Unit of Service:</u>
Pre-Treatment	Per Hour/Session
Intensive Outpatient	Per Hour/Session
Outpatient (Individual and Group)	Per Hour/Session
Continuing Care	Per Hour/Session
Residential	Per Bed Day
Therapeutic Living	Per Bed Day
Sober Housing	Per Bed Day

9. Methods of compensation and payment

- a. The applicant shall provide monthly invoices. Information to be included shall be client's name, date of admission, date of discharge, reason for discharge, level of service provided and number of units provided with corresponding dates and service unit billed.
- b. The applicant shall maximize reimbursements of benefits for all levels of care through Hawaii Quest and Quest Net, the client's private insurance, the Department of Human Services or any other sources of payment made known to the applicant by the client for treatment, housing or subsistence. Payments to the applicant shall be reduced by received third party payments.

2.15.4 Facilities

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.
- B. Applicants proposing to provide residential treatment and therapeutic living program services shall describe and include in the proposals the following:
 1. How security and client accountability will be achieved.

2. A site map of the facility designating all program locations, the location of each dwelling for residential and or therapeutic living program, and the gender for each dwelling.
3. A floor plan for each dwelling laying out each bedroom for clients and resident counselor(s), kitchen, dining area, living area, bathrooms and laundry area; the number of client beds per room; the number of resident counselor bed(s) per room and the maximum capacity for each dwelling.
4. The number of beds licensed for residential and/or Therapeutic Living Program services by the Office of Health Care Assurance (OCHA), Department of Health, State of Hawaii.

2.16. SVC SPEC TITLE: Big Island Drug Court, Juvenile Division
DR3JRS - Residential Services

2.16.1 Introduction

A. & B. - (SEE SECTION 2.0.1)

C. Description of the goals of the service

The goal of this service is to provide a safe, nurturing environment for juveniles who have been ordered by Big Island Drug Court, Juvenile Division (Third Circuit) and/or referred to participate in a residential program. Programs should provide clients with a safe, clean, supportive, well supervised environment in which minors can develop the tools and skills needed to function in society as young adults. Services should also be reflective of the court's balanced and restorative justice philosophy. The goals of balanced and restorative justice are accountability, competency development, and public safety.

D. Description of the target population to be served

Male and female Big Island Drug Court, Juvenile Division participants between the ages of 14 to 17 years who are adjudicated as a law violator.

E. Geographic coverage of service

Third Circuit - West Hawaii, East Hawaii or Island of Hawaii

F. Probable funding amounts, source, and period of availability

Probable funding amounts:

<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
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Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State General Fund

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 to June 30, 2011, subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract.

2.16.2 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated its competence or qualifications to perform the required services and shall have a minimum one year experience in the provision of services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards and provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (see Section 5, Proposal Application Checklist, for the website address).

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Multiple contracts may be awarded if such awards are deemed to be in the best interests of the Judiciary and will be based on the highest ranked proposals.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (< 2 yrs) ☒ Multi-term (> 2 yrs.)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 to June 30, 2011. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single-term contract will be awarded.

F. RFP contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Contracts & Purchasing Office

Jonathan Wong at (808) 538-5805 fax: 538-5802

Email: jonathan.h.wong@courts.state.hi.us

If you have any programmatic questions regarding the requested services, please call the following individual:

Hawaii: Big Island Drug Court, Juvenile Division

Warren Kitaoka at (808) 443-2201 Fax: (808) 443-2222

Email: warren.h.kitaoka@courts.state.hi.us

2.16.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Services are being requested for a residential facility for youth who require a safe, monitored, and structured living environment.

Specific needs include but are not limited to:

1. Services for adjudicated minors who require residential placement with minimal supervision. Services are to include psycho-social assessment and evaluation, psycho-education training to counseling and training designed to prepare the older adolescent for self-sufficiency and independence, survival skills, personal skills, recreational activities, transportation, basic household and money management, employment, and related skills.

2. Services for adjudicated minors who require a highly structured residential placement to address chronic emotional and behavioral problems. Services are to include counseling and interventions to improve or enhance social, personal, or problem solving skills, counseling and interventions to increase self-discipline, responsibility and self control.

Applicants may submit proposals to do one or all of the above services.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall possess and document knowledge, capacity, skills, and experience in working with the targeted population.
- b. The applicant shall conduct a criminal history record check for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **www.ecrim.hawaii.gov (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and www.nsopr.gov (National Sex Offender Public Registry)**. For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review.
- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.

- e. The applicant must have sufficient and relevant training and staff development.

2. Administrative

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Reporting requirements for program and fiscal data

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days

after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.

- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall effort towards meeting the program goals and objectives. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

6. Pricing or pricing methodology to be used

Negotiated unit of service.

7. Units of service and unit rate

Estimated number of units of service:

Hawaii: 1 bed spaces per day

2.17. SVC SPEC TITLE: Big Island Drug Court, Juvenile Division
DR3JSA - Substance Abuse Treatment Services

2.17.1 Introduction

A. & B. - (SEE SECTION 2.0.1)

C. Description of the goals of the service

The goal of the service is to provide a comprehensive continuum of services to include, assessments, evaluations, treatment plans, intensive outpatient treatment (IOP), outpatient treatment (OP), individual/family therapy, skill training, conflict resolution, mentoring and therapeutic/recreational activities or programs to juveniles referred by the Big Island Drug Court, Juvenile Division (Third Circuit).

D. Description of the target population to be served

Male and female Big Island Drug Court, Juvenile Division participants between the ages of 14 to 17 years who are adjudicated as a law violator.

E. Geographic coverage of service

Service areas include the following:

Third Circuit – West Hawaii, East Hawaii or Island of Hawaii

F. Probable funding amounts, source, and period of availability

Probable funding amounts:

<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
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Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 to June 30, 2011, subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract.

2.17.2 General Requirements

A. **Specific qualifications or requirements, including but not limited to licensure or accreditation.**

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated competence or qualifications to perform the required services and shall have a minimum one year experience in the provision of services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards and provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, ProposalApplication Checklist, for the website address).

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Multiple contracts may awarded if such awards are deemed to be in the best interest of the Judiciary and will be based on the highest ranked proposals.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (< 2 yrs) ☒ Multi-term (> 2 yrs.)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007, to June 30, 2011. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single-term contract will be awarded.

F. RFP contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Contracts & Purchasing Office

Jonathan Wong at (808) 538-5805

Fax: 538-5802

Email: jonathan.h.wong@courts.state.hi.us

If you have any programmatic questions regarding the requested services, please call the following individual:

Hawaii Big Island Drug Court, Juvenile Division

Warren Kitaoka at (808) 443-2201

Fax: (808) 443-2222

Email: warren.h.kitaoka@courts.state.hi.us

2.17.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Services are being requested for juveniles referred by the Juvenile Drug Court of the Third Circuit.

1. Specific needs include, but are not limited to:
 - a. Ensure that all assessments are completed by a certified substance abuse counselor or individual holding an advance degree in behavioral health sciences.
 - b. Assessments will include history of substance abuse or dependency, bio-medical conditions and complications, emotional, behavioral or cognitive conditions and complications, readiness to change, relapse,

continued use or continued problem potential, recovery/living environment and the determination of appropriate level of care.

- c. Written assessments shall be due as soon as possible and no later than five (5) working days after interview with client.
- d. Ensure that client admissions meet the requirements of the American Society of Addiction Medicine (ASAM) patient placement criteria for admission, continuance and discharge.
- e. Shall work together with the Juvenile Drug Court to provide ongoing case review and assessment of the client's progress throughout the treatment period.
- f. Shall notify the Juvenile Drug Court or probation officer immediately or within 24 hours of juvenile's discharge, missed appointments and any emergencies that he/she experience.
- g. Agrees to notify the Juvenile Drug Court or probation officer if there are any problems prior to termination of any juvenile, except in cases of emergency such as violence or threat of violence against staff or other clients.
- h. Submit a discharge summary to the Juvenile Drug Court immediately or within five (5) working days of a juvenile being discharged from treatment.
- i. Shall have the capacity to conduct urinalysis and shall report positive test results to the Juvenile Drug Court or probation officer immediately.
- j. Ensure that functions such as clinical supervision, clinical evaluation, treatment planning and individual, group and family counseling shall be provided by substance abuse counselors or program administrators certified pursuant to Section 321-193 (10), Hawaii Revised Statutes, or who holds an advance degree in behavioral science, unless otherwise approved by the Alcohol and Drug Abuse Division or the Department of Health, State of Hawaii.
- k. Total time on placement shall not exceed the length of the juvenile's participation in the Juvenile Drug Court program.

2. Services and treatment are for referrals or placements made by the Juvenile Drug Court of the Third Circuit.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- b. The applicant shall conduct a criminal history record check for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **www.ecrim.hawaii.gov (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and www.nsopr.gov (National Sex Offender Public Registry)**. For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review..
- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.
- e. The applicant must have sufficient and relevant training and staff development.

2. Administrative

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall indicate measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Reporting requirements for program and fiscal data

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any

immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.

- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall effort towards meeting the program goals and objectives. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

6. Pricing or pricing methodology to be used

Negotiated unit of service.

7. Units of service and unit rate

Proposals shall include, as applicable, average expected lengths of stays proposed for each level of care; group sizes and frequency of services (i.e. number of sessions per week), as applicable; and provide fees for units of services as follows:

- a. Additional substance abuse assessments/Per Assessment
- b. Outpatient Treatment/Per Hour/Per Individual
- c. Intensive Outpatient Treatment/Per Hour/Per Individual
- d. Individual and Family Counseling /Per Hour/Per Individual/Per Family

(Initial screening and assessments for program acceptance shall be an imbedded cost. Applicants may cite unit rates by the half or quarter hour as applicable.)

**2.18. SVC SPEC TITLE: Big Island Drug Court, Juvenile Division
DR3JSS - Shelter Services**

2.18.1 Introduction

A. & B. - (SEE SECTION 2.0.1)

C. Description of the goals of the service

The goal of the service is to assist the juveniles who have been ordered by Big Island Drug Court, Juvenile Division (Third Circuit) and/or referred to resolve various problems and conflicts to help them learn socially acceptable behaviors and function in the community as law-abiding citizens. Services should also be reflective of the court's balanced and restorative justice philosophy. The goals of balanced and restorative justice are accountability, competency development, and public safety.

D. Description of the target population to be served

Male and female Big Island Drug Court, Juvenile Division participants between the ages of 14 to 17 years who are adjudicated as a law violator.

E. Geographic coverage of service

Service areas include the following:

Third Circuit – West Hawaii, East Hawaii or Island of Hawaii

F. Probable funding amounts, source, and period of availability

Probable funding amounts:

<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
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Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 to June 30, 2011, subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract.

2.18.2 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation.

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated competence or qualifications to perform the required services and shall have a minimum one year experience in the provision of services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards and provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address).

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Multiple contracts may awarded if such awards are deemed to be in the best interest of the Judiciary and will be based on the highest ranked proposals.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (< 2 yrs) ☒ Multi-term (> 2 yrs.)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 to June 30, 2011. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single-term contract will be awarded.

F. RFP contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should

be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Contracts & Purchasing Office

Jonathan Wong at (808) 538-5805

Fax: (808)538-5802

Email: jonathan.h.wong@courts.state.hi.us

If you have any programmatic questions regarding the requested services, please call the following individual:

Hawaii Big Island Drug Court, Juvenile Division

Warren Kitaoka at (808) 443-2201

Fax: (808) 443-2222

Email: warren.h.kitaoka@courts.state.hi.us

2.18.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Services are being requested for a temporary shelter for youth who require a safe, monitored living environment while awaiting return to their own homes, placement in a substitute home, treatment program, or alternative living arrangement.

1. Specific needs include, but are not limited to:
 - a. The ability to accept referrals within one (1) hour;
 - b. Accommodation of juveniles up to thirty (30) days, with the possibility of extensions;
 - c. A counseling component to address individual client needs as appropriate;

- d. Transportation; and
 - e. Twenty-four (24) hour supervision by responsible adult staff at an appropriate level to minimize clients' unauthorized departure.
2. Juvenile Drug Court will retain sole authority to screen, determine admissibility, and to control placement.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- b. The applicant shall conduct a criminal history record check for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **www.ecrim.hawaii.gov (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and www.nsopr.gov (National Sex Offender Public Registry)**. For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review.
- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.

- e. The applicant must have sufficient and relevant training and staff development.

2. Administrative

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall indicate measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Reporting requirements for program and fiscal data

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end

of each fiscal year and/or at the end of the contract period, as applicable.

- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall effort towards meeting the program goals and objectives. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

6. Pricing or pricing methodology to be used

Negotiated unit of service.

7. Units of service and unit rate

Estimated number of units of service:

Hawaii: Minimum of 2 bed spaces island wide and may need additional bed spaces in excess of this number

MISC. ADMINISTRATIVE DIRECTOR SERVICES**2.19 SVC SPEC TITLE: Children's Justice Center****ADCJC - Treatment Services for Child Victims of Intrafamilial Sexual Abuse****2.19.1 Introduction****A. & B. - (SEE SECTION 2.0.1)****C. Description of the goals of the service**

To provide treatment services for child victims of intrafamilial sexual abuse, including psychological treatment and case management services for child victims and their families. Services may also be provided to sexually reactive children under twelve years of age.

D. Description of the target population to be served

Child victims, non-offending parents, siblings and other family members, as appropriate. Sexually reactive children under twelve.

E. Geographic coverage of service

First Judicial Circuit -- Island of Oahu

Third Judicial Circuit -- Island of Hawai'i (if funding is sufficient) - sexually reactive children only.

F. Probable funding amounts, source, and period of availability

Probable funding amount: \$208,000 per year (pending Legislative approval.)

Funding source: Judiciary Budget (State General Funds)

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 to June 30, 2011, subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract.

2.19.2 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawai'i Administrative Rules.
2. The applicant must have demonstrated competence or qualifications to perform the required services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See SECTION FIVE, ProposalApplication Checklist, for the website address).

B. Secondary purchaser participationB.Secondary purchaser participation (Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals (Refer to §3-143-605, HAR)

[] Allowed [X] Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☒ Single☐ Multiple
Multiple☐ Single &**E. Single or multi-term contracts to be awarded**

(Refer to §3-149-302, HAR)

☐ Single term (< 2 yrs)☒ Multi-term (> 2 yrs.)

The initial term of the contract shall be for two (2) years, upon availability of funds. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for the extension period. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 - June 30, 2011. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single-term contract will be awarded.

F. RFP contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Contracts & Purchasing Office

Jonathan Wong at (808) 535-5805

Fax: 538-5802

Email: jonathan.h.wong@courts.state.hi.us

If you have any programmatic questions regarding the requested services, please call the following individual:

Children's Justice Center, First Judicial Circuit

Jasmine Mau Mukai at (808) 586-0822

Fax: 595-6978

Email: jasmine.m.mau-mukai@courts.state.hi.us

2.19.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. Crisis Outreach and Intervention Services

The service provider shall provide crisis outreach and intervention services on a timely basis to families who are undergoing investigation of a report of child sex abuse, preferably while the family is still at the Children's Justice Center, or as soon thereafter as is practicable.

2. Intensive Services to Non-Offending Parent/Caretaker

- a. The provider will provide intensive services to the non-offending parent/caretaker with the goal of minimizing denial and maximizing support to the child to prevent out-of-home placement of the child victim.
- b. The provider will make available peer mentors, where appropriate, to provide peer support to the non-offending parent/caretaker in order to maximize their support for the child and family.
- c. Referrals will be made, where appropriate, to Adults Molested as Children (AMAC) groups.

3. Trauma Assessments

The provider will conduct trauma assessments, where appropriate, on all child victims in order to assess and individualize their treatment needs.

4. Individual, Group and Family Treatment

- a. Individual, group and family treatment will be made available to victims, non-offending parents, siblings and other family members as appropriate.

- b. Services should be convenient and easily accessed, requiring them to be held in different geographic areas and with flexibility as to times of services.
- c. Transportation and child care should be made available or subsidized in order to remove barriers to clients receiving services.

5. Treatment for Sexually Reactive Children

Services shall be provided, through individual and group sessions, to children and their family members who were victims of child sexual abuse and are now sexually abusing other children and are not currently receiving services.

6. Case Management Services

- a. The provider will assess the needs of each family and provide information, referral and support to access services related to financial assistance, housing, employment, child care, medical and other services necessitated by the effect on the family unit and stability as a result of the child sexual abuse.
- b. The provider will provide or subsidize transportation, child care and other necessities in order to safely keep the child in the family home.
- c. The provider will assist the family in obtaining restraining orders and other legal assistance as may be required.
- d. The provider will assist the family in identifying the activities that will enhance the child's self esteem, health, and welfare, and will make appropriate referrals to the Children's Alliance of Hawaii (CAH).

7. Referrals

Referrals for services shall be received from the Children's Justice Centers, the Department of Human Services, the Sex Abuse Treatment Center, the Honolulu Police Department, the Family Court, and the military investigative and social services.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- b. The applicant shall conduct a criminal history record check for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **www.ecrim.hawaii.gov (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center)** and **www.nsopr.gov (National Sex Offender Public Registry)**. For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review.
- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.
- e. The applicant must have sufficient and relevant training and staff development.

2. Administrative

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they

are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.

- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Reporting requirements for program and fiscal data

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall effort towards meeting the program goals and objectives. Furthermore, the provider shall furnish

any additional reports or information that the Judiciary may from time to time require or request.

6. Pricing or pricing methodology to be used

Fixed price.

7. Units of service and unit rate

Not applicable.

2.20 SVC SPEC TITLE: Center for Alternative Dispute Resolution
ADRMS - Mediation and Related Dispute Resolution Services

2.20.1 Introduction

A. & B. - (SEE SECTION 2.0.1)

C. Description of the goals of the service

Provide Hawaii residents and court users with neutral alternative dispute resolution (ADR) processes that provide opportunities for early, party-driven, efficient and fair resolution of conflicts, and promote the use of ADR as an effective means of resolving appropriate disputes without litigation.

D. Description of the target population to be served

Hawaii residents and court users

E. Geographic coverage of service

Service areas consist of, at a minimum, the islands of Hawaii (East and West), Kauai, Lanai, Maui, Molokai and Oahu.

F. Probable funding amounts, source, and period of availability

Probable funding amounts:

<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
\$485,000	\$485,000	\$485,000	\$485,000

Funding source: State general funds

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 to June 30, 2011, subject to the appropriation and availability of funds, and satisfactory contract performance.

2.20.2 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated competence or qualifications to perform the required services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, POS Application Checklist, for the website address).

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (< 2 yrs) ☒ Multi-term (> 2 yrs.)

Subject to the availability of funds, a multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. The contract may be extended for another two (2) years, subject to appropriation and availability of funds, and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2007 to June 30, 2011. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single-term contract will be awarded.

F. RFP contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any questions regarding the RFP Process, please call the following individual:

Judiciary Contracts and Purchasing Office

Jonathan Wong at (808) 538-5805

Fax: (808) 538-5802

Email: jonathan.h.wong@courts.state.hi.us

If you have any programmatic questions regarding the requested services, please call the following individual:

Center for Alternative Dispute Resolution

Elizabeth Kent at (808) 539-4237

Fax: (808) 539-4416

Email: elizabeth.r.kent@courts.state.hi.us

2.20.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Description of the goals of the service

1. Applicant will provide mediation and related dispute resolution services directed toward appropriate disputes that are pending in Hawaii's justice system (defined as the state courts, and state and county administrative, law enforcement, or justice system departments and agencies). Services provided to the justice system in each judicial circuit shall include:
 - a. Establishment and maintenance of an active alternative dispute resolution (ADR) capability in each circuit that allows for the development of new ADR programs;
 - b. Establishment and maintenance of effective referral and intake services;
 - c. The presence of a sufficient number of trained and qualified mediators to provide mediation services for cases pending in the justice system;
 - d. Where JUDICIARY facilities are adequate to allow for it, the provision of on-site mediation services at no cost for small claims and residential landlord/tenant cases referred by judges, court administrators, or that are, by virtue of court rule or court procedure, required to go to

mediation, and where JUDICIARY facilities do not provide adequate space for mediators on-site at court, the provision of mediation services at no cost for these cases in a timely manner at a facility off-site of the JUDICIARY facility;

- e. The provision of mediation services at a nominal cost, or no cost for participants who cannot afford to pay, for cases referred by judges, court administrators, or that are by virtue of court rule or court procedure, required to go to mediation;
 - f. The provision of dispute resolution program design, implementation, and monitoring services for prospective justice system dispute resolution programs;
 - g. The presence of trained facilitators;
 - h. Establishment and maintenance of good working relationships with the justice system;
 - i. An active program of outreach and education.
2. Applicant will provide mediation and related dispute resolution services directed toward appropriate disputes including those that are not pending in the justice system, including, but not limited to, disputes involving community members, neighbors, consumers and businesses, and families. Services provided to the community in each judicial circuit shall include:
- a. Establishment and maintenance of an active ADR capability in each circuit that allows for the development of new ADR programs;
 - b. Establishment and maintenance of effective referral and intake services;
 - c. The presence of a sufficient number of trained and qualified mediators to provide mediation services for cases that are not pending in the justice system;
 - d. The provision of mediation services at a reasonable cost, or no cost for participants who cannot afford to pay, for cases, disputes, and conflicts that are not pending in the justice system;

- e. The presence of trained facilitators;
 - f. The provision of facilitation services for cases, disputes, and conflicts that are not pending in the justice system;
 - g. Establishment and maintenance of good working relationships in the community;
 - h. An active program of outreach and education.
3. Applicant shall have the presence of a statewide training program that allows for statewide uniformity in the training of mediators who provide the Required Services.

Estimated number of new cases per year: 4,000 cases. Number of cases may be negotiable.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- b. The applicant shall conduct a criminal history record check of any person, including but not limited to officers, employees, volunteers, and subcontractors, who performs work or services that necessitates close proximity to children and adolescents. A copy of the criminal history record check shall be maintained by the applicant and shall be available for review.
- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.

- e. The applicant must have sufficient and relevant training and staff development.

2. Administrative

- a. The applicant shall establish and implement policies and procedures that clearly identify the target population for each type of service, the program content, and methods of service delivery.
- b. The applicant and all its subcontractors, if any, must have the ability to electronically communicate (i.e., e-mail) with the Judiciary (e.g., transmit reports and other correspondence).

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan that identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.
- c. Contract compliance may be monitored by conducting site visits.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Reporting requirements for program and fiscal data

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall effort towards meeting the program goals and objectives. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

The Quarterly and Final reports at the end of this Service Specification are examples of the above-mentioned required reports.

6. Pricing or pricing methodology to be used

Fixed price.

7. Units of service and unit rate

Not applicable.

